

DD/A 74-3750  
27 SEP 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Personnel Development Program - FY 1975

1. Attached is a memorandum from the Director which initiates the Personnel Development Program (PDP) for FY 1975. The scope of the PDP has been expanded over the initial FY 1974 program and will include the following two sections:

a. The first section of the FY 1975 PDP will now be entitled "Executive Level Development Plans" and will include all Senior Advisors, Administrative and Operating Officers as well as supervisors and managers in grades GS-15 through GS-17 in the planning for executive development. This section will require the same planning and reporting as was covered in the FY 1974 PDP with two additional charts. The first section of the FY 1975 PDP is to be completed and the statistical reports forwarded to the Director of Personnel by 15 November 1974. In order to provide sufficient time for the consolidation of the submissions from the ten subgroups of the Directorate Career Service, each subgroup must submit its first section of the PDP to the office of the CMO/DDA (7D10 Headquarters) by 1 November 1974.

b. The second section of the FY 1975 PDP initiates a broader program for professional development of officers in grades GS-09 and above including those in grades GS-13 through GS-15 who are not involved in the Executive Level Development Plan. Recognizing the complexity of designing practical and meaningful Developmental Profiles and to allow adequate time for their careful preparation, the target date for their completion will be 30 June 1975. Submission dates for the submission of this second section for the necessary Directorate consolidation will be announced at a later date.

2. Also attached for your information is a more detailed statement of the objectives of both sections of the Program and samples of the forms on which the reports are to be developed. A meeting with your senior personnel officer will be held within the next few days at which time more detailed guidance and instructions will be provided and a supply of the forms will be distributed.

3. Both the Annual Personnel Plan (APP) and the PDP are developed in terms of stated goals in areas of major personnel management concerns. Each Deputy Director is responsible for ensuring that appropriate action is taken in his Directorate to attain these goals and the heads of the Career Sub-Groups in turn will be held responsible for the commitments they have made to these stated goals for their personnel. In order to monitor the progress, the goals of the APP and PDP will be considered as objectives and reviewed at the MBO bi-monthly Management Conferences.

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John F. Blake  
Deputy Director  
for  
Administration

Attachments as stated

b. The second section of the FY 1975 PDP initiates a broader program for professional development of officers in grades GS-09 and above including those in grades GS-13 through GS-15 who are not involved in the Executive Level Development Plan. Recognizing the complexity of designing practical and meaningful Developmental Profiles and to allow adequate time for their careful preparation, the target date for their completion will be 30 June 1975. Submission dates for the submission of this second section for the necessary Directorate consolidation will be announced at a later date.

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